

ADMINISTRATIVE - INTERNAL USE ONLY

STATINTL

This Notice Expires 1 August 1971

PERSONNEL

2 March 1971

CIVIL SERVICE DISCONTINUED SERVICE RETIREMENT
AND CIA INVOLUNTARY RETIREMENT

1. In January 1970 the Agency adopted a policy, previously announced by the Civil Service Commission, which allows Federal agencies to be more liberal in the retirement of employees under the discontinued service provisions of the Civil Service Retirement Act. Concurrently, the Agency extended the CIA Retirement and Disability System (CIARDS) policy to include the provisions of this policy. This liberalized policy allows the Agency to request the resignation of an employee who meets all the requirements for involuntary retirement, is employed in an organizational component where a surplus of personnel exists, and is willing to be retired as surplus.

2. This liberalized policy makes it possible for interested, qualified employees to retire on an annuity at an earlier date than would otherwise be possible. The policy also provides the Agency with a valuable opportunity for reducing its on-duty strength in order to reach reduced ceiling authorizations.

3. To retire under these provisions an employee must meet the following requirements:

Civil Service System

a. Have attained 50 years of age and have completed 10 years of creditable Federal service, or

b. Have completed 25 years of creditable Federal service at any age.

CIA Retirement and Disability System

Have completed 25 years of creditable Federal service at any age, have 10 years service with CIA and 60 months of qualifying service.

4. These options for retirement will continue throughout the Agency only as long as a surplus in personnel strength exists. It is not possible at this time to predict how long this situation will last; however, to assist interested employees in planning for the future, these options will be available until 30 June 1971. It is

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